Digital Monitoring

With Electronic Documentation

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New Title I Directors' Institute
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Cabarrus County Schools
The clear choice.

Focus Questions

- What is digital monitoring?

- How does digital monitoring lead to program quality?

- How can districts move toward implementation of digital monitoring?

- What tools and tips support a successful digital monitoring visit?

Check-In

Before a monitoring visit….

- How are your spending most of your time to prepare for the visit?

- How does this impact the quality of your Title I Program?

PREPARATION

"By failing to prepare you are preparing to fail."
Benjamin Franklin

Preparation

Program Quality
with digital monitoring and electronic documentation

Paperwork

Artifacts and Documentation

Practice

Sustainable action steps, practices and programs

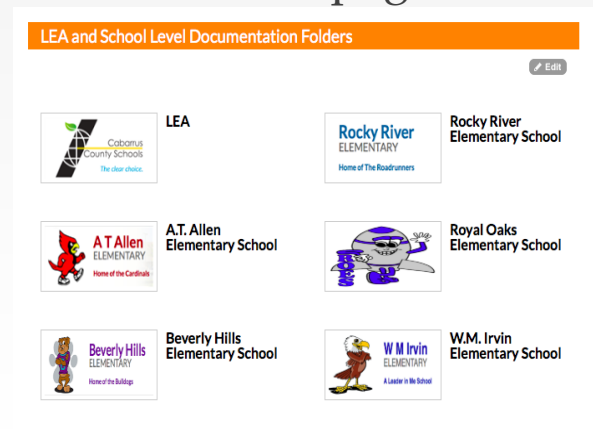# What is Digital Monitoring in Cabarrus County Schools?

Then

Each school and LEA maintained artifacts in three-ring binders.

Now

School level and LEA documents are housed electronically on our Title I webpage.

LEA and School Level Documentation Folders

Edit

Cabarrus County Schools — LEA	Rocky River ELEMENTARY — Rocky River Elementary School
A T Allen ELEMENTARY — A.T. Allen Elementary School	Royal Oaks — Royal Oaks Elementary School
Beverly Hills ELEMENTARY — Beverly Hills Elementary School	W M Irvin ELEMENTARY — W.M. Irvin Elementary School

Benefits of Digital Monitoring

Collaboration

Accessible

Support

Interactive

Organization

Title I Program Quality

Paperwork	Support
On-site monitoring visits	On-site monitoring visits
Interactive, web-based calendar	Monthly Title I Check-Ins
Sample of Possible Evidences	Mini- Professional Development Sessions

Our Journey

Paper to Electronic Documentation Conversion Action Steps

Paper to Electronic Documentation Conversion Action Steps

	2012-2013	2013-2014	2014-2015	Next Steps
Title I Department	• Compliance and artifact reminders sent via email to principals. • Compliance and artifacts reminders shared during Title I Principal Meetings. • Review Title I three-ring binder and Drop Box folders during monitoring visit once a year.	• Create LEA and School Level Sample of Possible Evidences document to organize strands and indicators. • Create Title I monitoring website page (a reflection of Sample of Possible Evidences document). • Upload artifacts to LEA and school level folders on monitoring website page from various places (flash drive, Drop Box, Title I notebook). • Begin school level on-site monitoring visits to upload 2013-2014 documents to Title I monitoring website page. • Share School Level Monitoring Folder and School Level Sample of Possible Evidences document to: share Title I monitoring website and review findings and recommendations. • Discuss support needed for parent and community engagement and Kindergarten Transition.	• Create an interactive Title I At A Glance Calendar that highlights monthly compliance action steps and artifacts, samples and resources and reminders. • Share Title I At a Glance Calendar monthly with principals at monthly meetings or Go To webinars to review monthly compliance action steps. • Conduct monthly Title I Check-In Go To Meetings with new Title I principals and available to experienced principals to review monthly compliance action steps and identify/support other areas of need. • Begin school level on-site monitoring visits (October and January) to upload 2014-2015 documents to Title I monitoring website page. • Share School Level Monitoring Folder and School Level Sample of	• Continue to update and share Title I At a Glance Calendar monthly at meetings or Go To Meetings. • Continue to provide Title I Check-In Go To Meetings to new Title I Principals and optional for experienced Title I Principals. • Continue school level on-site monitoring visits. • Continue to discuss support needed for parent and community engagement and Kindergarten Transition. • Teach Title I Principals how monitoring page is set-up through mini- information sessions of School Level Sample of Possible Evidences document. • Teach Title I Principals how to upload compliance artifacts to the Title I monitoring website.

Paper to Electronic Documentation Conversion Tools

- Drop Box

- LEA and school level *Sample of Possible Evidences*

- At A Glance Monthly Calendar

- On-site Monitoring Visits

- Title I Monthly Check-Ins

Title I Website Tour

Tips for a Successful Digital Monitoring Visit

Before	During
Review *Sample of Possible Evidences*	Access the website together
Double check document links on the website	Give an overview of the website
Ensure layout of website is neat, organized and easy to navigate	Provide *Sample of Possible Evidences* document
Give Program Administrators access to website	Date documents that are uploaded during the visit
Ensure Program Administrators can access website	

Questions?

HAPPINESS IS
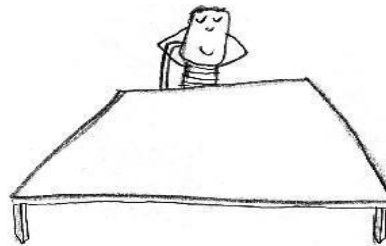
...no paperwork.

for more visit www.happytopic.com

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